

Telework Equipment Inventory

Personal Property Provided by Employee:

Listed below are some examples of property that may be furnished by the employee. These are only examples; please add as many other items as fit the particular circumstance (note: file cabinets must be able to be locked). The employee is responsible for the maintenance and repair of all employee-owned property.

telephone (number)	chair
cell phone (number)	locked filing cabinet
computer		desk
second telephone line		voice mail system
DSL line		answering machine
Cable Modem		

Other (list):

Property Provided by Employer:

Listed below are similar samples of employer property that may be provided to employee as part of the telework arrangement. As set forth in the accompanying Agreement, the employee is required to promptly return all employer property to employer upon the termination of the telework arrangement.

telephone (number)	chair
cell phone (number)	locked filing cabinet
computer		desk
second telephone line		voice mail system
DSL line		answering machine
Cable Modem		

Other (list):

Employee Signature _____ Date: _____

Approving Official Signature _____ Date: _____

Supervisor Signature (if different than above): _____ Date: _____